

**UNITED STATES DEPARTMENT OF AGRICULTURE**

Farm Service Agency  
Washington, DC 20250

**Notice FI-2359**

**For:** FSA and FAS Offices, except Overseas Offices

**Reimbursement of Laundry, Dry Cleaning, and Pressing of Clothing Expenses**

**Approved by:** Acting Deputy Administrator, Management

*David C. Hall*

**1 Reimbursement of Clothing Expenses**

**A**

**Background**

Federal Travel Regulation (FTR) Amendment 75 allowed expenses incurred for laundry, dry cleaning, and pressing of clothing at a TDY location, previously included as an incidental expense, to be reimbursed as a miscellaneous expense.

**B**

**Purpose**

This notice informs offices of the new policy regarding reimbursement of expenses for laundry, dry cleaning, and pressing of clothing while on official travel in the continental U.S. (CONUS) only.

**C**

**Policy**

Employees traveling on official business in CONUS, who incur expenses for laundry, dry cleaning, or pressing of clothing, may be reimbursed for those expenses as a miscellaneous expense item on the travel voucher, only when the following requirements are met:

- the traveler must incur more than 4 (5 or more) consecutive nights lodging on official travel
- a receipt, from a location at the TDY site, must be provided to substantiate the claim
- the cost of the cleaning must be reasonable, as determined by the approving official.

**D**

**Contact**

Direct questions about this notice to the FMD travel unit at 703-305-1408.

**Disposal Date**

April 1, 2000

**Distribution**

All FSA and FAS Offices, except Overseas  
Offices; State Offices relay to County Offices